

CHAPTER 7

FINANCIAL RETURNS

Throughout the previous chapters, you learned that every disbursing officer (DO) is required to submit financial returns. You also learned that a DO is required to include certain documents in these returns. These requirements exist because a DO's financial returns and supporting documents make up the formal accounting to the United States for all public funds received and spent by that DO. Financial returns are also the basis for the official audit and settlement of accounts by the General Accounting Office (GAO). Additionally, financial returns provide the data from which the Department of Defense (DOD) maintains its administrative accounting controls.

In this chapter, you will read about some procedures and documents required of every Navy DO to accomplish the submission of financial returns. After studying the information in this chapter, you should be able to identify and describe the proper procedures for assembling and submitting financial returns according to the requirements set forth in the *Department of Defense Financial Management Regulation* (DODFMR), Volume 5. You should also be able to describe the correct procedures according to the *official guidelines in the DODFMR* for maintaining and disposing of the retained returns.

REGIONAL CENTRALIZATION OF REPORTS AND RETURNS

For Navy DOs, the submission of financial returns is regionally centralized. The purpose of regional centralization is to consolidate all transactions of individual Navy DOs located within a specific geographic area into the financial accounts of the designated regional central disbursing officer (CDO) of the financial information processing center (FIPC) serving that area. This procedure reduces the number of disbursing returns, permits the prompt reporting of financial transactions, and maximizes the use of the automated accounting machines available at the FIPCs.

The DOs of the following FIPCs have been designated as CDOs:

- Defense Accounting Office, Norfolk, VA
- Defense Accounting Office, San Diego, CA

- Defense Accounting Office, Oakland, CA
- Navy Supply Center, Pearl Harbor, HI
- Defense Accounting Office, Great Lakes, IL
- Defense Accounting Office, Arlington, VA
- Defense Accounting Office, Port Hueneme, CA
- Defense Accounting Office, Pensacola, FL
- Defense Accounting Office, New Orleans, LA

Non-tactical disbursing offices in the continental United States and in Hawaii are required to submit financial reports daily to the designated CDO of the FIPC serving the area in which the disbursing office is located. A *non-tactical disbursing office* is defined as a disbursing office permanently assigned to a location and not subject to mobilization or deployment. To spread the monthly workload of the FIPCs over the entire month and to expedite final reporting of financial transactions, certain overseas non-tactical disbursing offices are also required to submit daily returns; however, these offices will submit their returns to either DAO, Norfolk, or DAO, San Diego.

RECIPROCAL RESPONSIBILITIES AND REQUIREMENTS

All Navy DOs are required to submit their financial reports to the Defense Finance and Accounting Service - Cleveland Center (DFAS-CL) through their designated CDOs at the regional FIPCs. As stated previously, each FIPC has a designated CDO. The financial accounts of all reporting DOs in that region are consolidated into the accounts of the designated CDO.

Each designated CDO is responsible for transmitting the monthly Statement of Accountability. This, however, does not remove personal and pecuniary responsibility from the individual DOs reporting to that CDO. Whenever a DO makes payments by cash or check, he or she remains personally responsible for any associated improper payment or loss of funds. This responsibility continues even after the DO has submitted the financial records to his or her designated CDO. Although each DO is authorized to disburse funds in his or her own name under one or more symbol numbers, the accounts of all DOs are ultimately

consolidated with those of the designated CDO. This is why each CDO, as well as each DO submitting returns to that CDO, must sign all checks issued under their respective names and office symbol numbers. In the case of vouchers paid by DOs other than CDOs, both the office symbol number of the CDO and that of the paying disbursing office must be shown on the vouchers.

RESPONSIBILITIES OF INDIVIDUAL DISBURSING OFFICERS

An individual DO is required to render both daily and monthly financial reports to his or her designated CDO.

Daily and Monthly Business Reports

The two documents that summarize daily and monthly business are (1) the Daily Statement of Accountability, DD 2657, and (2) the Statement of Accountability, SF 1219, respectively. The Transmittal of Statements and Vouchers, DD Form 2666, is the covering transmittal document.

DAILY STATEMENT OF ACCOUNTABILITY, DD FORM 2657.— The DD 2657 is prepared in duplicate as a summary of all daily transactions and a report of balances at the end of each business day. A sample DD 2657 is shown in figures 7-1 and 7-2. The original is certified by the DO. The DO is required to submit the original DD 2657 with supporting documents to the CDO no later than the first working day following the date on which the transactions occurred. For days on which there were no transactions, the DO is not required to prepare a DD 2657. However, on the first DD 2657 prepared following the day(s) on which no business transactions occurred, the DO should add the notation “No business on (insert date[s])” at the top of the form. Also, the DO should annotate the last DD 2657 for the month with the statement “FINAL DD FORM 2657 FOR MONTH OF (insert month).”

STATEMENT OF ACCOUNTABILITY, SF 1219.— At the end of each month, the DO will prepare a Statement of Accountability, SF 1219, in triplicate. In the upper right-hand corner of the SF 1219, the DO will insert the words “For inclusion in the consolidated account of (insert name of CDO and CDO’s symbol number).” The DO will forward the original SF 1219 and one copy to the CDO and will retain one copy.

TRANSMITTAL OF STATEMENTS AND VOUCHERS, DD FORM 2666.— The DO will ship each daily DD 2657 and all supporting documents under a covering DD Form 2666, Transmittal of Statements and Vouchers, using the Forms and

Vouchers sections of this form to list the submitted documents. In the Vouchers section, the DO lists the inclusive disbursement and collection voucher numbers. In the Forms section, the DO lists all applicable forms and, in the spaces provided, any other documents submitted as part of the daily financial returns that are not specifically included in the Forms or Vouchers sections of the transmittal.

Checking Account Returns

A DO submits his or her checking account returns based on the type of submission capabilities available. DOs at offices with magnetic tape capability will submit their returns directly to the Department of the Treasury. In offices where this capability is not available, DOs will submit the information for their checking account returns on data diskettes to their designated CDOs for conversion to magnetic tape.

RESPONSIBILITIES OF CENTRAL DISBURSING OFFICERS

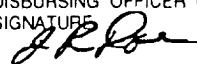
A CDO is required to perform the same daily tasks as a regular DO. In addition, a CDO is tasked with consolidating all the financial transactions processed by the DOs who are required to report to him or her.

Business Records

A CDO maintains two records of financial transactions. The first is a regular DD 2657, Daily Statement of Accountability, for the transactions of that individual CDO. The second is a consolidated DD 2657 that summarizes all transactions reported by the CDO and his or her reporting DOs.

DAILY STATEMENT OF ACCOUNTABILITY, DD 2657.— In the same manner as other DOs, a CDO prepares a DD 2657 to maintain a record of his or her daily business. The processing of documents is also similar. In fact, just like any other DO, the CDO must prepare a monthly Statement of Accountability for inclusion in the Consolidated Statement of Accountability.

CONSOLIDATED STATEMENT OF ACCOUNTABILITY.— The Consolidated Statement of Accountability summarizes all transactions made by the CDO and his or her reporting DOs during the accounting period. The CDO uses a regular SF 1219 and turns it into a consolidated report by inserting the word *Consolidated* immediately before *Statement of Accountability* in the heading. The CDO enters his or her name, rank, office symbol number, and activity, as well as the agency name and index number, in the appropriate spaces. The reverse of this SF 1219 is left blank.

DAILY STATEMENT OF ACCOUNTABILITY		1. DSSN 6700	2. DATE 3/15/XX	
SECTION I - TRANSACTIONS AFFECTING ACCOUNTABILITY				
a. LINE	b. DESCRIPTION	c. TODAY	d. MONTH-TO-DATE	
1.0	ACCOUNTABILITY - Beginning of Day			
2.1A	CHECKS ISSUED IN PAYMENT OF VOUCHERS	11,855.68	32,696.70	
2.1B	CHECKS ISSUED - ALL OTHERS	28,571.25	129,385.24	
2.3	OTHER TRANSACTIONS (Do not report on SF 1219)	12,500.00	37,000.00	
2.34	DISCREPANCIES IN DO ACCOUNT - CREDITS (Do not use this line)			
2.36	PAYMENTS BY ANOTHER DO (Do not use this line)			
2.37	TRANSFERS FROM OTHER DOs			
2.8	OPAC PAYMENTS AND COLLECTIONS			
2.9	TOTAL ACCOUNTABILITY INCREASES	41,071.25	166,385.24	
3.0	GROSS ACCOUNTABILITY	52,926.93	199,081.94	
4.1A	Gross Disbursements	36,300.69	180,757.70	
4.1B	Less: Refunds	1,000.00	1,234.00	
4.1C	Net Disbursements	35,300.69	179,523.70	
4.1D	Less: Receipts	15.00	82.00	
4.1E	Less: Reimbursements	250.00	375.00	
4.1F	NET EXPENDITURES	35,035.69	179,066.70	
4.2A	DEPOSITS PRESENTED OR MAILED TO BANK	1,010.00	3,134.00	
4.2B	EFT DEBIT VOUCHERS			
4.3	OTHER TRANSACTIONS (Do not report on SF 1219)			
4.34	DISCREPANCIES IN DO ACCOUNT - DEBITS (Do not use this line)			
4.36	PAYMENTS FOR OTHER DOs (Do not use this line)			
4.37	TRANSFERS TO OTHER DOs			
4.9	TOTAL ACCOUNTABILITY DECREASES	36,045.69	182,200.70	
5.0	ACCOUNTABILITY - End of Day	16,881.24	16,881.24	
SECTION II - DISTRIBUTION OF ACCOUNTABILITY - INCUMBENT DO				
a. LINE	b. DESCRIPTION	c. DAILY INCREASE	d. DAILY INCREASE	e. MONTH-TO-DATE
6.1				
6.2A				
6.2B				
6.3A				
6.3B				
6.4				
6.5				
6.6				
6.7				
6.8				
6.9				
7.1				
7.2A				
7.2B				
7.3				
7.4				
7.5				
7.6				
7.7				
8.0	TOTAL INCUMBENT DO ACCOUNTABILITY			
SECTION III - DISTRIBUTION OF ACCOUNTABILITY - PREDECESSOR DOs				
a. LINE	b. DESCRIPTION	c. DAILY INCREASE	d. DAILY INCREASE	e. MONTH-TO-DATE
9.2A				
9.2B				
9.3				
9.4				
10.0	TOTAL PREDECESSOR DOs ACCOUNTABILITY			
SECTION IV - DISTRIBUTION OF ACCOUNTABILITY - COMBINED				
a. LINE	b. DESCRIPTION	c. DAILY INCREASE	d. DAILY INCREASE	e. MONTH-TO-DATE
11.0	TOTAL DSSN ACCOUNTABILITY			
3. DISBURSING OFFICER NAME, RANK OR GRADE, TITLE (Type or Print)		4. DISBURSING OFFICER OR DEPUTY SIGNATURE		5. DATE
John R. Doe, Major, USAF				3/16/XX

DD Form 2657, AUG 93

86NP0024

Figure 7-1. Sample DD Form 2657, Daily Statement of Accountability (front).

[illegible]

86NP0025

7-4

You have read only a summary of the responsibilities of DOs and CDOs for submitting the required financial reports. Many more factors and important procedures are involved with these reports before a DO submits them to his or her designated CDO. In the following sections, we will take a look at some of these requirements.

ACCOUNTABILITY REPORTS

All DOs are considered to be agents of the Treasury. Each DO is accountable to the Treasury for the cash items (including receivables) in his or her possession. Consequently, every DO must follow certain prescribed procedures for maintaining accountability. We will now look at some of these procedures and their required documentation.

BALANCING OF CASH FUNDS

Although all Navy DOs are responsible for the balancing of cash funds, the requirements and procedures for carrying out this responsibility are not the same for all DOs. The balancing requirements are based on whether the DO is located ashore or on board a ship. We will look first at the general balancing requirements and then at the requirements for afloat offices.

General Requirements

Cash in the possession of all DOs shall be balanced daily. To do this, DOs will use the Daily Statement of Accountability, DD 2657, as the permanent written record. A DO must also account for documents representing cash. (One example of documents representing cash are receipts for advances to agents.) A DO remains responsible and accountable for these documents even though they may not be physically in the DO's custody. Documents representing cash will be kept in the DO's safe and accounted for daily on the Daily Statement of Accountability, DD 2657, and monthly on the Statement of Accountability, SF 1219. When the DO's accounts are inspected, the DD 2657 will be presented to the inspectors for examination.

In reality, most cash transactions are performed by deputies, agents, and cashiers. For deputies, agents, and cashiers, the Daily Agent Accountability Summary, DD Form 2665, is the prescribed daily accountability document. Daily, a deputy, agent, or cashier will submit the DD Form 2665 to the DO using the Statement of Agent Officer's Account, DD Form 1081, as the covering transmittal document. Except in the case of some afloat units, the DO or primary deputy will balance all deputies, agents, and cashiers daily, using a DD 2665.

Aboard Ship

The DOs aboard ship will also use the DD 2665 to balance all deputies, agents, and cashiers. Whenever workload and manning conditions permit, DOs aboard ship are encouraged to balance all deputies, agents, and cashiers on a daily basis. Regardless of the circumstances, however, DOs aboard ship are required to balance all deputies, agents, and cashiers at the following specific times:

- Once each week
- Immediately before and after each payday
- The last day of each month
- At any other time the DO suspects an irregularity has occurred

Remember, these times represent the minimum requirement for DOs aboard ship. This means DOs aboard ship must balance all deputies, agents, and cashiers no less frequently than at each of these times.

DAILY STATEMENT OF ACCOUNTABILITY

The Daily Statement of Accountability, DD 2657, is very similar to the monthly Statement of Accountability, SF 1219. In fact, the DD 2657 is to one day what the SF 1219 is to one month. If the DO should cease operations on that day, the U.S. Treasury would look on the DD 2657 for the amounts it would seek to recover from that DO.

Refer to figures 7-1 and 7-2 for a sample DD 2657. Amounts on the DD 2657 are reported at a summary level only, including a summary of all disbursements and collections made during the business day by the DO and all reporting deputies, agents, and cashiers. Detailed transactions are reported by the DO's subsidiary records. Section I of the DD 2657 computes the DO's accountability to the Treasury at the end of the business day. The accumulated DD 2657 accountability on the last day of the accounting period (Month-to-Date column) is the accountability reported on the SF 1219. Section II (for the current DO) and Section III (for all prior DOs of that disbursing station symbol number [DSSN]) summarize the elements that make up total DO accountability. Sections II and III are totaled in Section IV. Section I totals (except for line 1.0, Accountability—Beginning of Day) will start with a zero balance at the beginning of each new accounting period (month) and whenever there is a change of DOs before the end of an accounting period.

The Month-to-Date totals are cumulative for the entire accounting period. Month-to-Date totals in Sections II, III, and IV are cumulative from month-to-month. The total of Section IV must agree with the total of Section I or the DD 2657 is out of balance.

The DD 2657 for a new business day should never be started until the DD 2657 for the previous business day is in balance. A properly balanced DD 2657 ensures the agreement between the DO's cash accountability to the Treasury and the disbursements and collection transactions recorded in the accounting system. The daily DD 2657 will be signed by the DO as an official attestation of accountability to the Treasury.

DAILY AGENT ACCOUNTABILITY SUMMARY

Each deputy, agent, and cashier will prepare a Daily Agent Accountability Summary, DD Form 2665, daily. The DD 2665 summarizes the transactions for each business day. A sample DD 2665 is shown in figures 7-3 and 7-4.

A DO must have a continuous picture of the transactions affecting the accountability of any assigned deputy, cashier, or agent. This is why the first DD 2665 should be prepared after an agent's receipt of an advance from the DO (or other principal authorized to provide advances) to show the advance, and the last DD 2665 prepared up to the time of turn-in (submission of financial reports to the DO or principal) should show the turn-in. In this manner, the DD 2665 is a stand-alone document showing a complete picture of the deputy, cashier, or agent's accountability transactions from day to day. When possible, a turn-in should not be done in the middle of a business day. However, if a turn-in must be made in the middle of a business day, a DD 2665 will be prepared up to the time of the turn-in and will properly include the turn-in. Another DD 2665 will be prepared for the portion of the business day following the turn-in.

STATEMENT OF AGENT OFFICER'S ACCOUNT

Each time a turn-in takes place or the settlement of an account occurs, the responsible deputy, agent, or cashier will prepare a Statement of Agent Officer's Account, DD Form 1081, as a covering transmittal. The DD 1081 summarizes the transactions for the period of duty covered by the turn-in. The DD 1081 is also used to document advances of funds. Sample DD 1081s are shown in figures 7-5 and 7-6.

Upon receipt of the DD 1081, the DO or primary deputy will perform the following actions:

- Verify the DD 1081 when the deputy, cashier, or agent's account is settled.
- Sign the original and copy of the form.
- Retain the original and supporting documents to support the DD 2665.
- Return the signed copy to the deputy, agent, or cashier.

The verification includes an actual cash count. The deputy, agent, or cashier will retain the signed copy as a record of the opening cash balance for the next period of duty or for record purposes if the account is balanced to zero.

STATEMENT OF ACCOUNTABILITY

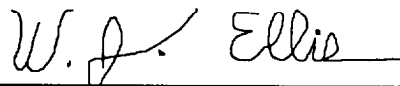
As stated previously, the Statement of Accountability, SF 1219, is a consolidated analysis of the transactions recorded for the accounting period. The SF 1219 shows summary totals of all receipts and expenditures of public funds occurring during the accounting period and the state of the DO's accounts at the end of the accounting period.

Preparation and Submission Requirements

The Statement of Accountability, SF 1219, is prepared in triplicate. Erasures, strikeovers, or marks of any description other than legitimate entries are not permitted on the SF 1219.

A Statement of Accountability will be submitted each month for each disbursing symbol. Whether or not transactions have occurred or an accountable balance is involved does not matter; the SF 1219 must still be submitted each month. This requirement must be met each month until a SF 1219 marked "FINAL" (in the blank space directly above the name line) has been submitted and the notice of detachment without relief or closure of the disbursing symbol has been made. (This annotation is used only to indicate that a DO has been detached without relief or the symbol has been closed.) When a DO is relieved of duty, the last return will be endorsed with a certificate of transfer, but will not be marked "FINAL."

As a senior DK, you may be responsible for preparing or auditing the SF 1219. In preparing the SF 1219, be sure to use cumulative Month-to-Date totals from the final DD 2657 for the accounting period (or month) to complete the similarly numbered lines of the SF 1219. Certain alpha-suffixed cumulative line totals on the DD 2657 must be combined before they are entered on the SF 1219.

DAILY AGENT ACCOUNTABILITY SUMMARY							1. DATE 6/2/XX	
SECTION I - SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS								
a. LINE NO.	b. DESCRIPTION					c. TODAY	d. CUMULATIVE	
1.	ACCOUNTABILITY - BEGINNING					11,500.00	0	
2.	I N C R E A S E S	ADVANCES		a. Cash	b. Prepositioned Checks	c. Other		
3.		VOUCHERED COLLECTIONS					10,000.00	
4.		TREASURY CHECK ISSUES		a. Vouchered 1,000.00	b. Other		1,000.00	2,000.00
5.		TRANSFERS FROM OTHER DISBURSING OFFICERS						
6.		EXCHANGE GAIN ACCUMULATIONS						
7.		OTHER (Explain)						
8.		TOTAL INCREASES					1,000.00	12,500.00
9.		GROSS ACCOUNTABILITY					12,500.00	12,500.00
10.	D E C R E A S E S	TRANSFERS TO OTHER DISBURSING OFFICERS						
11.		EXCHANGE LOSS ACCUMULATIONS						
12.		OTHER (Explain)						
13.		RETURNS TO PRINCIPAL		a. Paid Vouchers 6,000.00	b. Deposit Tickets 500.00		6,500.00	6,500.00
14.		TOTAL DECREASES					6,500.00	6,500.00
15.	ACCOUNTABILITY - ENDING					6,000.00	6,000.00	
SECTION II - DISTRIBUTION OF AGENT ACCOUNTABILITY								
a. LINE NO.	b. ELEMENT OF ACCOUNTABILITY				a. ACCOUNTIBILITY BEFORE TRANSFERS	d. RETURNS TO PRINCIPAL	e. ACCOUNTABILITY AFTER TRANSFERS	
16.	LIMITED DEPOSITORY		UNITS	RATE				
17.	CASH ON HAND (U.S.)				6,000.00		6,000.00	
18.	CASH ON HAND (Foreign)	a. ACCOMMODATION	UNITS	RATE				
		b. OPERATING	UNITS	RATE				
19.	PREPOSITIONED TREASURY CHECKS							
20.	NEGOTIABLE INSTRUMENTS (U.S.)							
21.	NEGOTIABLE INSTRUMENTS (Foreign)							
22.	MILITARY PAYMENT CERTIFICATES					6,000.00		
23.	PAID VOUCHERS				6,000.00	6,000.00	0	
24.	FUNDS IN TRANSIT							
25.	FUNDS WITH SUBAGENTS							
26.	DEPOSIT TICKETS (not LDA)				500.00	500.00	0	
27.	DISHONORED CHECKS RECEIVABLE							
28.	CHECK OVERDRAFTS RECEIVABLE							
29.	LOSS OF FUNDS							
30.	DEFERRED VOUCHERS							
31.	OTHER (Explain)							
32.	TOTAL AGENT ACCOUNTABILITY					6,500.00	6,000.00	
SECTION III - LOCATION OF CASH / NEGOTIABLE INSTRUMENTS								
a. LINE NO.	b. LOCATION	c. CASH (Foreign Units)	d. CASH (U.S.)	e. PREPOSITIONED CHECKS	f. MILITARY PAYMENT CERTIFICATES	g. OTHER		
33.	AGENT		6,000.00					
34.	DEPUTY AGENT							
35.	CASHIER							
36.	OTHER (Specify)							
37.	TOTALS		6,000.00					
2. NAME OF AGENT (Type or Print) WILLIAM J. ELLIS, SSGT				3. ADDRESS OF AGENT (Type or Print) DFAS - DE				
SIGNATURE OF AGENT								
								

DD Form 2665, AUG 93

86NP0026

Figure 7-3.—Sample DD Form 2665, Daily Agent Accountability Summary (front).

38. DEPOSIT TICKETS ON HAND

86N P0027

7-8

STATEMENT OF AGENT OFFICER'S ACCOUNT				
DISBURSING OFFICER'S NAME, ADDRESS, DISBURSING STATION SYMBOL NO. K. S. ALEX, LTC, FC FORT FINANCE, IN 46216 C0001		AGENT OFFICER'S NAME, GRADE, SSN, UNIT ADDRESS (include ZIP Code / APO number and Telephone number.) K. D. ANDREA, CPT, FC AGENT CAMP DOLLAR, IN 46032		
TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT				
TRANSACTIONS <small>a</small>	INCREASE <small>(Received by Agent)</small> <small>b</small>	BEGINNING BALANCE <small>(In Agent's Account)</small> <small>c</small>	DECREASE <small>(Turned in by Agent)</small> <small>d</small>	ENDING BALANCE <small>(In Agent's Account)</small> <small>e</small>
1. BALANCE FORWARD		0.00		
2. U. S. DOLLARS	2562.00			
3. FOREIGN CURRENCY				
4. MILITARY PAYMENT CERTIFICATES				
5. COLLECTIONS				
6. DEPOSITS				
7. NEGOTIABLE INSTRUMENTS:				
A. TREASURY CHECKS	15,000.00			
B. MILITARY PAYMENT ORDERS				
C. OTHER (Specify)				
8. PAID VOUCHERS				
9. INCORRECT VOUCHERS RETURNED				
10.				
11.				
12. TOTAL FUNDS IN HANDS OF AGENT OFFICER		17,562.00		
STATEMENTS				
DISBURSING OFFICER <input checked="" type="checkbox"/> ON ADVANCE: I HAVE INTRUSTED FUNDS AND/OR OTHER ITEMS AS INDICATED IN THIS STATEMENT TO THE ABOVE NAMED AS MY AGENT OFFICER.		AGENT OFFICER <input checked="" type="checkbox"/> ON ADVANCE: I, AS AGENT OFFICER, HAVE RECEIVED FUNDS AND/OR OTHER ITEMS AS INDICATED ABOVE. I HAVE ASSUMED FIDUCIARY RESPONSIBILITY THEREFOR. I WILL NOTIFY THE DISBURSING OFFICER IMMEDIATELY UPON DISCOVERY OF ANY LOSS OR SHORTAGE, AND I HAVE RECEIVED AND UNDERSTAND WRITTEN INSTRUCTIONS CONCERNING MY DUTIES AND RESPONSIBILITIES AS AN AGENT OFFICER.		
DATE 12/19/XX	SIGNATURE OF DISBURSING OFFICER A. B. SEAMAN, LTC, FC <i>A. B. Seaman</i>	DATE 12/19/XX	SIGNATURE OF AGENT OFFICER F. A. BRUSH, CPT, FC <i>F. A. Brush</i>	
<input type="checkbox"/> ON RETURN: I HAVE RECEIVED FUNDS AND/OR OTHER ITEMS AS INDICATED ON THIS STATEMENT FROM THE ABOVE NAMED AGENT OFFICER.		<input type="checkbox"/> ON RETURN: THE ABOVE STATEMENT OF ACCOUNT IS CORRECT.		
DATE	SIGNATURE OF DISBURSING OFFICER	DATE	SIGNATURE OF AGENT OFFICER	

DD Form 1081, MAY 75 PREVIOUS EDITION IS OBSOLETE

225/149

86NP0028

Figure 7-5.-Sample DD Form 1081, Statement of Agent Officer's Account (advance of funds).

STATEMENT OF AGENT OFFICER'S ACCOUNT				
DISBURSING OFFICER'S NAME, ADDRESS, DISBURSING STATION SYMBOL NO. J. T. BOATE, LTC, FC FORT FINANCE, IN 46216 C0001		AGENT OFFICER'S NAME, GRADE, SSN, UNIT ADDRESS (include ZIP Code / APO number and Telephone number.) W. T. DOOR, CPT, FC AGENT CAMP DOLLAR, IN 46032		
TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT				
TRANSACTIONS <small>a</small>	INCREASE <small>(Received by Agent)</small> <small>b</small>	BEGINNING BALANCE <small>(In Agent's Account)</small> <small>c</small>	DECREASE <small>(Turned in by Agent)</small> <small>d</small>	ENDING BALANCE <small>(In Agent's Account)</small> <small>e</small>
1. BALANCE FORWARD		0.00		
2. U. S. DOLLARS	2562.00			
3. FOREIGN CURRENCY				
4. MILITARY PAYMENT CERTIFICATES				
5. COLLECTIONS				
6. DEPOSITS				
7. NEGOTIABLE INSTRUMENTS:				
A. TREASURY CHECKS	15,000.00			
B. MILITARY PAYMENT ORDERS				
C. OTHER (Specify)				
8. PAID VOUCHERS				
9. INCORRECT VOUCHERS RETURNED				
10.				
11.				
12. TOTAL FUNDS IN HANDS OF AGENT OFFICER		17,562.00		
STATEMENTS				
DISBURSING OFFICER <input type="checkbox"/> ON ADVANCE: I HAVE INTRUSTED FUNDS AND/OR OTHER ITEMS AS INDICATED IN THIS STATEMENT TO THE ABOVE NAMED AS MY AGENT OFFICER.		AGENT OFFICER <input type="checkbox"/> ON ADVANCE: I, AS AGENT OFFICER, HAVE RECEIVED FUNDS AND/OR OTHER ITEMS AS INDICATED ABOVE. I HAVE ASSUMED PECUNIARY RESPONSIBILITY THEREFOR. I WILL NOTIFY THE DISBURSING OFFICER IMMEDIATELY UPON DISCOVERY OF ANY LOSS OR SHORTAGE, AND I HAVE RECEIVED AND UNDERSTAND WRITTEN INSTRUCTIONS CONCERNING MY DUTIES AND RESPONSIBILITIES AS AN AGENT OFFICER.		
DATE	SIGNATURE OF DISBURSING OFFICER	DATE	SIGNATURE OF AGENT OFFICER	
<input checked="" type="checkbox"/> ON RETURN: I HAVE RECEIVED FUNDS AND/OR OTHER ITEMS AS INDICATED ON THIS STATEMENT FROM THE ABOVE NAMED AGENT OFFICER.		<input checked="" type="checkbox"/> ON RETURN: THE ABOVE STATEMENT OF ACCOUNT IS CORRECT.		
DATE	SIGNATURE OF DISBURSING OFFICER	DATE	SIGNATURE OF AGENT OFFICER	
12/21/XX	J. T. BOATE	12/21/XX	W. T. DOOR	

DD Form 1081, MAY 75 PREVIOUS EDITION IS OBSOLETE

225-148

86NP0029

Figure 7-6.-Sample DD Form 1081, Statement of Agent Officer's Account (return of funds/vouchers).

Sections

In the following paragraphs, we will briefly describe the different sections of the SF 1219 and how they are used. Refer to figures 7-7 and 7-8 as you read these descriptions. Assume you are responsible for the entries and their associated procedures. Remember, the DD 2657 to which we will refer is the final DD 2657 for the reporting period.

HEADING.— The heading section of the SF 1219 is self-explanatory.

SECTION I, GENERAL STATEMENT OF ACCOUNT.— Section I consists of the following parts:

- Part A.—Transactions During Period Affecting Accountability
- Part B.—Analysis of Incumbent Officer's Accountability
- Part C.—Analysis of Predecessor Officer's Accountability

Part A.—Transactions During Period Affecting Accountability.— As the title implies, Part A summarizes the transactions during the period that affects accountability. As previously stated, the amounts on the Statement of Accountability are derived from the various Month-to-Date totals on the DD 2657. Refer to figure 7-7 and locate line 1.00 in Section I, Part A. This amount represents the total accountability at the beginning of the accounting period; therefore, line 1.00 will equal the Month-to-Date column total from line 1.00 of the DD 2657. This amount must be the same amount that was reported as the Accountability Close of Period amount on line 5.00 of the SF 1219 for the previous reporting period. In the case of relieving DOs the amount shown in line 1.00 of Part A must be the same as the amount shown on line 11.0 of the relieved DO's final SF 1219. DOs reporting foreign currency will enter the amount of foreign currency (including depository checking accounts) held at the beginning of the reporting period in the blank space opposite the caption for line 1.00.

Next, locate line 2.0 in Section 1, Part A. Lines beginning with the number 2 are concerned with increases in accountability. Line 2.1 reports the total amount of U.S. Treasury checks issued. This amount must agree with the combined Month-to-Date column totals of lines 2.1A and 2.1B of the DD 2657. This amount must also agree with the amount in Section II, Part A, column 5, on the reverse of the SF 1219 (as shown in fig. 7-8) and with the net total of checks issued as reported on the SF 1179. Be aware that any checks issued on a depository checking account will not be

included in this total but will be treated as cash transactions. Lines 2.34 and 2.36 are not used. Line 2.37 is used to record the final accountability of a deactivated DSSN that is being assumed by the DO. This amount will equal the Month-to-Date column on line 2.37 of the DD 2657. Generally, line 2.39 is not used; however, designated DOs participating in the Treasury's On-Line Payment and Collection System may use this line. The amount in line 2.9 represents total increases in accountability for the accounting period. Now, locate line 3.0, which represents the subtotal of the amounts in the preceding lines.

Next, locate line 4.0, Decreases in Accountability. (Notice how after the increases in accountability are reported in Part A, the decreases are summarized.) The amount in line 4.1 represents the net disbursements for the month and equals the Month-to-Date column total from line 4.1F of the DD 2657. The amount entered in line 4.2, Deposits Presented or Mailed to Bank, will equal the combined Month-to-Date column totals of lines 4.2A and 4.2B of the DD 2657. This amount must also agree with the amount in Section II, Part B, column 5, on the reverse of the SF 1219 as well as the amount from line 20.0 of the Schedule of Deposit Activity. Lines 4.34 and 4.36 are not used. Line 4.37 is used only when the DSSN is being deactivated and final accountability is being transferred to another disbursing office. Line 4.39 is not used. Line 4.9 represents the total decreases in accountability for the accounting period.

Line 5.00, Total Accountability Close of Period, represents exactly what it says—the total accountability at the close of the accounting period. It will equal the Month-to-Date column total on line 5.0 of the DD 2657.

Part B.—Analysis of Incumbent Officer's Accountability. — Part B is an analysis of the present DO's accountability. Be aware that several lines in Part B do not have titles but are still designated for specific information. Locate line 6.1 in Part B. The amount in line 6.1 will equal the Month-to-Date column total from line 6.1 of the DD 2657. If there is only one Limited Depository Account (LDA), show the name and location on the Name and Location of Depository line of the description column. If more than one LDA is maintained by your office, attach a schedule to each copy of the SF 1219 showing the name, location, foreign currency unit, and U.S. dollar equivalent for each LDA, and show the total of all LDAs on line 6.1. Enter "See Attached" on the Name and Location of Depository line. Amounts on this line will always be reported in U.S. dollars and agree with the DO's computed LDA checkbook balance.

STANDARD FORM 1219 Revised April 1982 Department of the Treasury 1-TFM 2-3100		STATEMENT OF ACCOUNTABILITY	
NAME OF DISBURSING OFFICER John R. Doe, Major, USAF		LOCATION OF DISBURSING OFFICER (Mailing Address) 5090 Support Wing / ACF	
NAME OF AGENCY Air Force		APO AE 09106	
PERIOD OF ACCOUNT FROM 1 Jun XX THROUGH 30 Jun XX		AGENCY LOCATION CODE (ALC) (Show main check symbol number) 6700	
SECTION I. - GENERAL STATEMENT OF ACCOUNT			
PART A. - TRANSACTIONS DURING PERIOD AFFECTING ACCOUNTABILITY			
1.00	TOTAL ACCOUNTABILITY BEGINNING OF PERIOD		46,770.07
2.1	CHECKS ISSUED ON U.S. TREASURY	138,000.00	
2.3	OTHER TRANSACTIONS		
2.34	DISCREPANCIES IN D.O. ACCOUNTS - CREDITS		
2.36	PAYMENTS BY ANOTHER D.O.		
2.37	TRANSFERS FROM OTHER DISBURSING OFFICERS		
2.39			
2.9	TOTAL INCREASES IN ACCOUNTABILITY		138,000.00
3.0	SUBTOTAL		184,770.07
4.0	DECREASES IN ACCOUNTABILITY		
4.1	NET DISBURSEMENTS	162,914.39	
4.2	DEPOSITS PRESENTED OR MAILED TO BANK	2,000.00	
4.3	OTHER TRANSACTIONS		
4.34	DISCREPANCIES D.O. ACCOUNTS - DEBITS		
4.36	PAYMENTS FOR ANOTHER D.O.		
4.37	TRANSFERS TO OTHER DISBURSING OFFICERS		
4.39			
4.9	TOTAL DECREASES IN ACCOUNTABILITY		164,914.39
5.00	TOTAL ACCOUNTABILITY CLOSE OF PERIOD		19,855.68
PART B. - ANALYSIS OF INCUMBENT OFFICER'S ACCOUNTABILITY			
6.1	CASH ON DEPOSIT IN DESIGNATED DEPOSITARY <i>Bank of London England (Pounds)</i> (Name and location of depository)		1417.00
6.2	CASH ON HAND (Pounds 40, 80)		6,643.27
6.3	CASH - UNDEPOSITED COLLECTIONS		775.00
6.4			
6.5	CASH IN CUSTODY OF GOVERNMENT CASHIERS		1,900.00
6.6	Advances to Contractors		500.00
6.7			
6.8	Payroll Cash		8,000.00
6.9			
7.1	DEFERRED CHARGES - VOUCHERED ITEMS		300.00
7.2	RECEIVABLES - CHECK OVERDRAFTS		60.00
7.3	LOSSES OF FUNDS		80.00
7.4	RECEIVABLES - DISHONORED CHECKS		30.41
7.5			
7.6			
7.7			
7.8			
7.9			
8.0	TOTAL OF MY ACCOUNTABILITY		19,705.68
PART C. - ANALYSIS OF PREDECESSOR OFFICERS' ACCOUNTABILITY			
9.2	RECEIVABLES - CHECK OVERDRAFTS		50.00
9.3	LOSSES OF FUNDS		100.00
9.4	OTHER ACCOUNTABILITY		
10.0	TOTAL PREDECESSOR OFFICERS' ACCOUNTABILITY		150.00
11.1	TOTAL DISBURSING OFFICER ACCOUNTABILITY (Same as line 5.00 above)		19,855.68
4.11	Gross Disbursements 177,531.25	4.14	Reimbursements 12,420.00
4.12	Refunds 196.86	4.15	Total Collections 14,616.86
4.13	Receipts 2,000.00		
I certify that this is a true and correct statement of accountability for the period stated at the office referred to above.			
NAME AND TELEPHONE NUMBER OF CONTACT D. M. JACKSON DSN 123-4321		SIGNATURE AND TITLE OF CERTIFIER <i>J R Doe</i>	DATE 1 Jul XX
NSN 7540-00-634-4245		(OVER)	PREVIOUS EDITION NOT USABLE 1219-106

Figure 7-7.—Sample SF 1219, Statement of Accountability (front).

SECTION II - SUMMARY BY SYMBOL OF CHECK AND DEPOSIT TRANSACTIONS WITH U. S. TREASURY						
PART A - CHECKS ISSUED AND ADJUSTMENTS FOR PRIOR PERIODS *						
CHECK SYMBOL (1)	AMOUNT OF CHECKS ISSUED THIS PERIOD (2)	ADJUSTMENTS FOR PRIOR MONTH'S ISSUES (+ or -)				TOTAL CHECKS ISSUED ^ (5)
		BY TFS FORM 5206		OTHER		
		ISSUE	AMOUNT	ISSUE	AMOUNT	
6700	137,660.00	12/XX	50.00	2/XX	400.00	138,000.00
		1/XX	(10.00)	4/XX	(100.00)	
TOTALS !						

PART B - SUMMARY OF DEPOSITS PRESENTED OR MAILED TO BANK (Line 4.2)				
DEPOSIT SYMBOL (1)	DEPOSITS PRESENTED OR MAILED TO BANK THIS MONTH (2)	DEPOSITS PRESENTED OR MAILED TO BANK IN PRIOR MONTHS BUT RECORDED IN ACCOUNTS THIS MONTH		TOTAL DEPOSITS PRESENTED OR MAILED TO BANK ^ (Column 2 + 4) (5)
		MONTH PRESENTED OR MAILED TO BANK (3)	AMOUNT (4)	
	TC 420			
TOTALS !				

* The totals reported in these columns must be in agreement with the corresponding amounts reported on the SF 1179.
+ The total reported in this column must be in agreement with the total shown on Line 2.1 on the face of this statement.
! For use only if more than one (1) symbol is listed.
^ The total reported in this column must be in agreement with the total shown on Line 4.2 on the face of this statement.

86NP0031

Figure 7-8.-Sample SF 1219, Statement of Accountability (back).

Line 6.2 will equal the combined Month-to-Date column totals of lines 6.2A and 6.2B of the DD 2657. Show foreign currency amounts in parentheses from line 6.2B of the DD 2657 (after the description). This line will include funds in the possession of Automated Teller Machine custodians. (Amounts held by deputies, cashiers, or agents at locations other than the main disbursing office and cash held for payrolls will not be included in line 6.2.)

Line 6.3 will equal the combined Month-to-Date totals of lines 6.3A and 6.3B of the DD 2657. Include all undeposited cash and cash items (such as checks and money orders) on hand at the close of the reporting period that are for deposit to the Treasury. Do not include deposits your disbursing office has already mailed or presented for credit to the Treasury.

Line 6.4 will be labeled “Custody or Contingency Cash” in the description column. This will be the amount from the Month-to-Date column of line 6.4 of the DD 2657. Line 6.5 will include coin and currency in the hands of deputies, cashiers, agents, or change fund custodians at locations other than the main disbursing office. It will equal the Month-to-Date column total from line 6.5 of the DD 2657. When foreign currency is included in the amount, enter the amount in parentheses in the space between the caption and the amount column. Line 6.6 will be captioned as “Advances to Contractors” and the amount entered should equal the Month-to-Date column total of line 6.6 of the DD 2657. Line 6.7 will be captioned “Cash in Transit” and should equal the Month-to-Date column total of line 6.7 of the DD 2657. Line 6.8 will be captioned “Payroll Cash” and should equal the Month-to-Date column total of line 6.8 on the DD 2657. This will only include cash that is being held for payrolls. Line 6.9 will be captioned “Other Cash Items” and its amount should equal the Month-to-Date column total of line 6.9 on the DD 2657.

In the deferred section, lines 7.1 through 7.4 will be equal to the corresponding Month-to-Date columns of the DD 2657. Lines 7.5 through 7.9 are not used. The final line, 8.00, will equal the total of lines 6.1 through 7.4. This amount must agree with the Month-to-Date column total of line 8.0 of the DD 2657.

Part C.—Analysis of Predecessor Officer’s Accountability.— As the title indicates, Part C includes the analysis of predecessor DO’s accountability. Lines 9.2 through 10.0 will be used only by settlement officers to complete the liquidation of any receivables or deficiencies of a relieved DO. (DOs at afloat activities are not authorized to make entries on these lines.) The

total disbursing office accountability is shown on line 11.0 and must be equal to line 5.0 and the total accountability as shown the Month-to-Date column total on line 11.0 of the DD 2657.

CERTIFICATION.— This part of the SF 1219 should show the name and telephone number (both commercial, including the area code, and DSN) of the person to be contacted should any questions arise regarding the SF 1219. The DO will sign all copies of the Statement of Accountability in the space provided using the same signature as he or she used for signing checks. The date shown will be the day the SF 1219 is signed. In the case of a DO being relieved, the relieving DO will certify the receipt of cash and cash items in this section. Deputies will sign the SF 1219 only as necessary due to the absence of the DO. When a deputy signs the SF 1219, the name and rank of the DO will be typed above the deputy’s signature and the signature will be identified by the word “Deputy.”

SECTION II.— SUMMARY BY SYMBOL OF CHECK AND DEPOSIT TRANSACTIONS WITH U.S. TREASURY.— Section II consists of the following parts:

- Part A.— Checks Issued and Adjustments for Prior Periods
- Part B.— Summary of Deposits Presented or Mailed to Bank

Section II is located on the back of the SF 1219. Refer to figure 7-8 as we take a brief look at this section. You may also wish to refer to figure 7-7 (front of the SF 1219) to compare the amounts you will need to carry over from Section I and enter in Section II.

Part A.— Part A of Section II breaks down the information reported for this period concerning the official U.S. Treasury checking account. Read the titles of columns (1) through (5). These titles specify the information you will need to enter in the respective columns. This information includes the symbol number, the total checks issued during the period, any adjustments for checks issued in prior months, and then a total of the checks issued. Notice that the amount entered for the total checks issued (5) is a total of columns (2), (3), and (4). This amount must equal the amount on line 2.1 on the front of the form. (See fig. 7-7.) This amount must also be the same amount reported in the summary portion of the SF 1179.

Part B.— This section is left blank. The Schedule of Deposit Activity prepared by your disbursing office is used in its place.

Distribution

The DO submits the original and one copy of the SF 1219 with the financial returns. The other copy is retained in the disbursing office with the other retained returns.

Erroneous Statements of Accountability

DOs will not submit corrected or amended SFs 1219 under any circumstances. But, what if you find an error in the SF 1219 after your DO has forwarded this document with the financial returns? Your DO will simply report the error on the SF 1219 for the following reporting period. If adjustment action is necessary, the adjustment will be made on the succeeding month's SF 1219. In

instances when a final SF 1219 has been submitted because of deactivation of a disbursing office and subsequent adjustments are found to be necessary, a supplemental SF 1219 will be submitted showing the adjustments. The adjustment entries will be explained in detail by supporting documentation attached to the SF 1219.

SCHEDULE OF DEPOSIT ACTIVITY

A Schedule of Deposit Activity will be prepared by all Navy DOs who prepare a Statement of Accountability (SF 1219). This schedule is not a formal form; it is a locally prepared document. The format for this document should be similar to the that shown in figure 7-9.

SCHEDULE OF DEPOSIT ACTIVITY			
Organization	USS Neversail (DDG-1)		
Location	Norfolk, VA		
DSSN: 1234	DO: A. B. SEAMAN	Period of Report: Aug 19XX	
20.0 DEPOSITS OR DEBIT VOUCHERS REPORTED THIS MONTH			
20.1 REPORTED THIS MONTH AND CONFIRMED THIS MONTH OR EARLIER			
	DATE PRESENTED		
DEPOSIT/DEBIT	OR MAILED	DATE CONFIRMED	
VOUCHER NO.	YYMMDD	YYMMDD	AMOUNT
123456	XX0804	XX0805	\$100.00
123457	XX0810	XX0812	200.00
123458	XX0817	XX0821	300.00
63211	XX0816	XX0816	(50.00)
20.1	NET OF 20.1 ITEMS		\$550.00
20.2 DEPOSITS REPORTED THIS MONTH BUT UNCONFIRMED			
	DATE PRESENTED		
DEPOSIT	OR MAILED		
NUMBER	YYMMDD		AMOUNT
123459	XX0824		\$100.00
123460	XX0830		200.00
20.2	TOTAL OF 20.2 ITEMS		300.00
20.0	TOTAL REPORTED THIS MONTH		\$850.00
30.0	TOTAL UNCONFIRMED DEPOSITS BROUGHT FORWARD		\$100.00
31.0 DEPOSITS REPORTED PREVIOUS MONTHS			
	DATE PRESENTED		
DEPOSIT	OR MAILED	DATE CONFIRMED	
NUMBER	YYMMDD	YYMMDD	AMOUNT
123455	XX0728	XX0802	\$100.00
31.0	TOTAL OF 31.0 ITEMS		(100.00)
32.0	DEPOSITS REPORTED PREVIOUS MONTHS BUT NOT YET CONFIRMED		-0-
33.0	DEPOSITS REPORTED THIS MONTH BUT NOT YET CONFIRMED		\$300.00
34.0	TOTAL DEPOSITS REPORTED THAT REMAIN UNCONFIRMED		\$300.00

Figure 7-9. Sample Schedule of Deposit Activity.

Purpose

The primary purpose of the schedule is to list the detailed transactions included in line 4.2 (Deposits Presented or Mailed to Bank) of the SF 1219. The schedule also serves as a transmittal for deposit confirmation documents and provides a detailed listing of those that remain unconfirmed.

Preparation

The schedule will be prepared in an original and two copies. The original and one copy will be submitted with the Statement of Accountability, SF 1219. The other copy is retained by the disbursing office.

MESSAGE REPORT OF STATEMENT OF ACCOUNTABILITY AND DISBURSEMENTS AND COLLECTIONS

This is an additional report that aids the Navy in the timely gathering of financial information. It is a message report of the Statement of Accountability with detailed information concerning U.S. Treasury checking account activity and the amounts by appropriation of disbursements and collections. Figure 7-10 shows a sample message.

SUBMISSION REQUIREMENTS

On the first workday following the end of an accounting period (normally a calendar month), all DOs assigned to ships, tactical units, and overseas non-tactical units submitting financial returns to DAO Norfolk or San Diego will submit the message report of the Statement of Accountability and Disbursements and Collections. Negative reports are required. If MINIMIZE on message traffic is in effect, reports will take precedence over MINIMIZE and be transmitted as required.

Relief of a Disbursing Officer

When a change of DOs is effected on other than the last day of the month, the message report for the month will be submitted as follows:

- The relieved DO will render a report no later than the first working day after relief covering the applicable period. The report will contain a statement identifying the relieving officer and will also state that officer will render a further report following the end of the month.

- The relieving officer will render his or her report to include only his or her transactions for the month and identify the period for which the report is made. Further, the report will contain a statement identifying the DO relieved and that the relieved DO reported partial month transactions that are not included in the current report.

Disbursing Officer Temporarily Ceases to Transact Business

Under certain circumstances such as overhaul or emergency repairs, DOs assigned aboard ships may be required to temporarily discontinue processing disbursements and collections transactions. Generally the DO will make arrangements with a nearby non-tactical DO to process these transactions (including payrolls) during the overhaul or repair period. This action does not close the DSSN and the DO will continue to prepare and submit all required reports including the message report. When a DO temporarily ceases to transact business, but does not close the disbursing account, the message report will be submitted as follows:

- Immediately upon transfer of the disbursement and collection transaction responsibility to a non-tactical DO, the transferring DO will submit the disbursements and collections portion of the message to report all transaction performed from the first day of the reporting period through the date of transfer. The report will identify the period for which the report is made. The report will also identify the DSSN of the disbursing office to which the work is transferred and include an estimate as to when normal operations are anticipated to resume.

- On the first workday following the end of the reporting period during which the responsibility for disbursement and collection transactions is transferred, the DO will prepare the Statement of Accountability portion of the report in the usual manner. The disbursements and collections portion will be negative and will contain a statement referencing the message report submitted in compliance with the preceding paragraph.

- For each succeeding month until disbursing operations are resumed, the DO will continue to submit the message report. The Statement of Accountability portion will report the DO's accountability to the Treasury and the disbursements and collections portion will be negative.

FM USS NEVERSAIL
 TO DAO-CL NORFOLK VA
 UNCLAS //N07250//
 MSGID/GENADMIN/USS NEVERSAIL//
 SUBJ/STATEMENT OF ACCOUNTABILITY AND DISBURSEMENTS AND COLLECTIONS//
 SYMBOL 1234, DISBOFF A. B. CEE
 PASS TO CODE FF 32
 PERIOD OF ACCOUNT 01 AUG XX THRU 31 AUG XX

1. STATEMENT OF ACCOUNTABILITY:

SECTION I, PART A

1.0		11,079.00
2.1	7,281.50	
4.1	8,379.50	
4.2	3,000.00	
5.0		6,981.00

SECTION I, PART B

6.2		5,000.00
6.5		1,000.00
7.4		981.00
8.0		6,981.00

SECTION I, PART C

11.0		6,981.00
------	--	----------

SECTION II, PART A

(1)	(2)	(3)	(4)	(5)
1234	7,281.50			7,281.50

SECTION II, PART B

DT/DV	NUMBER	DOC DATE	DATE PRESENTED/MA ILED TO BANK	AMOUNT
DT	45678	XX0816	XX0816	500.00
DT	45679	XX0820	XX0820	1,500.00
DT	45680	XX0827	XX0827	600.00
DT	45681	XX0830	XX0830	500.00
DV	89978	XX0814		(100.00)
				3,000.00

2. DISBURSEMENTS AND COLLECTIONS:

CODE	APPRO/SUB	PROG ELE/ BUD PROJ	REIM SOURCE	AMOUNT
1	1731453.2253			8,957.23
1	1731804.702E			11,576.10
4	1731453.2201			857.00
4	1731453.2202			26,592.11
	DISBURSEMENTS TOTAL			47,982.44
7	1731453.2250			1,577.66
7	1731453.2251			844.12
7	1731804.702E			3,477.27
8	17X4911.2310			33,703.89
	COLLECTIONS TOTAL			39,602.94//

Figure 7-10.—Message report of Statement of Accountability and Disbursements and Collections.

- Immediately upon resuming disbursing operations, the DO will notify the appropriate DAO by message of the date operations are resumed and the DSSN of the disbursing office from which responsibility was retrieved (if different from the initial DSSN to which transferred).

Preparation

The message report portion entitled "Statement of Accountability" is the basis for establishing the month's accountability. After the message is prepared and again immediately after the message is transmitted, the DO must review and balance the message to ensure there are no errors and the message agrees with the hardcopy of the Statement of Accountability. Normally, the message report is used for consolidation and as the basis for subsequent reporting to the U.S. Treasury. Once a properly balanced message report has been transmitted, no changes are permitted unless specifically authorized by the appropriate DAO. Therefore, the SF 1219 must agree with the message report. If any change is discovered after a balanced message report is transmitted, the DO will not include the changes on the SF 1219, but will report them in the next month's financial returns. There is no rounding of figures. Like the Analysis of Cash and Other Assets, any lines with zero amounts will be omitted. In the Section II, Part B, portion of the message, the amounts of debit vouchers are shown in parentheses to denote a negative amount.

The Disbursements and Collections sections require a code to identify the category of expenditure or collection. Category codes for this purpose are as follows:

- 1 - public vouchers
- 4 - military payrolls
- 6 - civilian payrolls (list payroll UIC number on references line of message report)
- 7 - collections not covered under code 8
- 8 - collections from ship's stores deployed in foreign waters

The totals of codes 1, 4, and 6 less the totals of codes 7 and 8 must equal total net disbursements reported on line 4.1 of Section 1, Part A. For a complete explanation of the preparation of this report, refer to the *DODFMR*, Volume 5.

FINANCIAL RETURNS TRANSMITTAL

All documents comprising the financial returns of any DO will be shipped under a covering DD Form 2666, Transmittal of Statements or Vouchers. This form is also required with the daily transmittal of business for those offices required to submit daily business.

A sample DD 2666 is shown in figures 7-11 and 7-12. The front of the form is self-explanatory. The vouchers section is designed to accommodate a DO's using a single series of voucher for all transactions as well as a disbursing office's using a separate series of voucher numbers for each type of transaction. Documents submitted that are not specifically included in the Forms or Vouchers section of the transmittal will be listed in the spaces provided in the Forms section. In the Vouchers section, your disbursing office should list the disbursement and collection voucher numbers.

TIME OF SUBMISSION

Monthly financial returns must be completed on the first workday following the close of the accounting period. Reports that have been completed on the first workday after the close of the accounting period will not be considered late or delinquent if they are delayed by inadequate postal or shipping facilities. If the reports are not completed on the first workday after the close of the accounting period, a written explanation of the delay must be furnished with the reports.

ASSEMBLY, PACKAGING, AND FORMAT REQUIREMENTS

As previously stated, certain designated DOs must submit vouchers on a daily basis. The packaging and submission of the daily documents differ from those being submitted monthly. The *DODFMR*, Volume 5, gives the proper way to arrange those vouchers. The distribution and packaging of required documents comprising the financial returns other DOs must submit can be found in appendix 2 of this book.

Assembly

The returns will be grouped, unfolded and flat, and arranged in packages as designated in Appendix 2 of this TRAMAN. Each package will be numbered serially and appropriately labeled as to its contents.

86N P0032

7-19

Packaging

Packaging material may be any of the following, or their equivalent, depending on the number of documents to be included in each package:

- Heavy envelopes
- Folders (envelopes or wallet type)
- Cardboard backings with the package tied together with cord or tape

Contents

Financial returns are submitted in two packages—Package No. 1 and Package No. 2.

PACKAGE NO. 1 (ORIGINAL RETURNS).— Package No. 1 contains the original and one copy of the Statement of Accountability and supporting documents. Vouchers will be grouped by each type with separate adding machine tapes. Within each group, the vouchers will be arranged in numerical sequence by voucher number. Tapes for disbursements and collections will be prepared and compared with the totals on the SF 1219 to ensure completeness of the package. The tapes will be marked and attached to the original SF 1219.

PACKAGE NO. 2 (COPIES).— Package No. 2 contains copies of certain required documents. These documents are shown in appendix 2. The documents which require a copy to be submitted in Package No. 2, as shown in appendix 2, will be packaged separately. They should be in the same order as Package No. 1. No tapes are required for these documents in Package No. 2, but care should be taken to ensure all necessary copies are included.

LABELING AND SHIPPING REQUIREMENTS

The financial returns will be packed in a manner consistent with their bulk and the conditions under which shipment is made. When practicable, the returns will be forwarded in one parcel or box. Heavy cardboard boxes are normally adequate. If more than one box is required, each will be numbered and marked to indicate the number of the box and the total number shipped, such as “No. 1 of 3.” Each parcel or box will be marked in the upper left corner with the name and symbol number of the DO, the station, and the department concerned. Under this information will be shown “Financial return for (insert month and year).”

When not in excess of weight and size limitations imposed by the U.S. Postal Service, returns may be forwarded by mail unless it has been proven to be unduly slow or unreliable in the past. In the upper left corner, under the return address, all mailings will bear the printed statement “Official business.” To avoid customs delays, returns from overseas and deployed DOs will have the following information prominently displayed on the outer wrapper of the returns:

Government Financial Reports

Due in

(city, state) by (date)

Please Expedite.

The use of registered or certified mail for the transmittal of financial returns is not required. When the U.S. Postal Service cannot be employed, due to size or weight limitations imposed, other transportation media may be employed as prescribed in the *Naval Supply Systems Command Manual*.

SUBMISSION TO NAVY SUPPLY CORPS SCHOOL

Annually, DOs afloat will submit copies of a portion of the monthly financial returns to the Navy Supply Corps School in Athens, GA. The Navy Supply Corps School uses these documents for training purposes. Each DO afloat should send a copy of the Transmittal of Statements and Vouchers, DD Form 2666, the Statement of Accountability (SF 1219), and the Month End Check Issue Summary (SF 1179) covering the accounting period ending 30 September to the School.

TRANSMITTAL OF SUBSEQUENT INFORMATION AND OUTSTANDING VOUCHERS

Vouchers or explanation in voucher form required to complete an account, which were not available when original reports were forwarded, will be forwarded as soon as possible. Each voucher or explanation will be forwarded with a cover sheet containing a brief description of the document or explanation. The voucher number, date, DO's name, DSSN, and accounting period to which it pertains will be identified on each document or explication forwarded.

RETAINED RETURNS

The requirements for retained returns, proper stowage, and disposition are discussed in chapters 1 and 6 of this TRAMAN.

AUDITING OF REPORTS AND RETURNS

Auditing reports and returns is an essential function in disbursing. It serves a twofold purpose. First, auditing is an internal verification system designed to assure the correctness and propriety of financial documents and the related reports and returns. Second, auditing is a management tool that enables the DO or supervisor to evaluate the performance of office personnel.

What procedures do you follow in auditing? Audit simply means to examine to verify correctness and accuracy. Each person will develop his or her own style to achieve the end result. Common approaches are checkoff lists, tickler files, and keeping sample copies of documents for reference purposes. Regardless of the method, one of the most important aspects is to ensure that all new changes are incorporated.

The key to successful auditing of reports and returns is consistency. You have read about the importance of accuracy in financial reports and returns and the reasons these controls are so important. Failure to submit correct information causes problems for many others, as well as extra work for you and your subordinates.

SUMMARY

Financial returns may appear to entail a lot of work. Although numerous forms are required to complete the monthly financial returns, it is not really a difficult job. If the cash and vouchers are properly posted, balanced, and maintained throughout the month, the process of preparing the monthly returns is simple. The final document preparation and assembly can easily be done in one working day after the close of the accounting period allowed for submission.

The purpose of the information in this chapter was to give you an overview of the nature of financial returns and the requirements and procedures you must know to submit them properly. For additional information, we recommend you consult the *DODFMR*.